

INSTRUCTIONS FOR POSTER SESSION PRESENTATIONS

All poster sessions will be held in the Event Hall at the Kyoto International Conference Center.

Please refer to the Technical Program for your assigned date, time and poster number. We recommend that you search this document by your paper title. A floor plan with assigned poster number locations will be sent prior to the Conference.

SET-UP TIMES:

Sunday 25 June	After 15:00 to 20:00
Monday 26 June	8:00 to 14:00

ALL posters are to be set-up by 14:00 on Monday and remain up during the Conference. This will give additional time to view posters during breaks and before the Conference sessions.

DATE AND TIME OF POSTER SESSIONS:

Monday 26 June	14:00 - 16:00
Tuesday 27 June	14:15 - 16:15
Wednesday 28 June	14:15 - 16:15

On your assigned day, please plan to spend the entire session at your poster for questions and discussion.

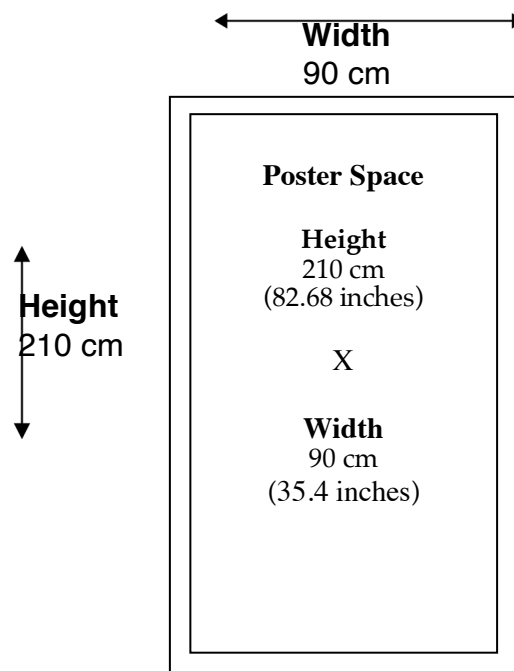
TAKE DOWN:

Wednesday 28 June	16:15 - 18:00
Thursday 29 June	8:00 – 13:00

All posters must be removed by 13:00 on Thursday and you are responsible for your poster. All posters left after 13:00 will be disposed, so please remove your poster promptly.

POSTER PREPARATION

- Pins will be provided for your use.
- Please use poster paper **ONLY** to prepare your poster.
- We suggest that you create your poster in the A0 standard size (118.9 cm high x 84.1 cm wide).
- The actual space where you may place your poster is:
 - 210 cm high (82.68") x 90 cm wide (35.4")
 - Your poster **CANNOT** be larger than this. It may be smaller, if you wish.
- The poster board is self-standing. There will be one poster per board.
- Poster Diagram - Please note that diagram is not to scale.



EFFECTIVE POSTER PRESENTATIONS

- When planning a poster presentation, it is useful to keep in mind the advantages of a poster over a podium presentation. Posters are available for viewing throughout the meeting and interested viewers have scheduled time for discussion, not just a few minutes.
- Carefully and completely prepare your poster well in advance of the Conference. There will not be time nor materials available for last minute preparation at the Conference. Practice setting up the poster before you leave for the Conference to determine what it will look like and to make sure that you have all of the necessary pieces.
- The title of your paper should appear at the top of your poster in CAPITAL letters. The size of the characters should be at least 2.5 cm (1”) high. Below the title, place the authors' names and affiliations.
- It is important that you remember that the audience viewing your poster and listening to your presentation will be 6 feet (2 meters) from your poster. Please double-check your poster from 6 feet (2 meters) to ensure good readability.
- Use text sparingly. Use pictures, cartoons, and figures rather than text wherever possible. Bright colors will greatly enhance the attention of the viewer.
- Please be advised that audio-visual equipment will not be provided for poster presentations. You may bring your own laptop computer and run it off your battery (power will NOT be available). If you require a table please send an email request to: sgalloway@pmmiconferences.com. Tables are limited and will be assigned on a first come, first served basis.
- The flow of your poster should be from the top left to the bottom right.
- Make your poster as self-explanatory as possible, so that you will have time for in-depth technical discussions.
- The poster board will have your assigned number on it, so there is no need for you to include your number on your poster.
- **IMPORTANT:** If you fly to Kyoto for Transducers 2023, we strongly recommend you to carry-in your poster tube so you will not lose your poster in transit. Printing service is not available in the conference facility.